

"We had a student who'd flunked the previous semester go to somewhere like a 3.0 average. Had it not been for Sonocent he wouldn't still be at the college."

**Edward Beason,
Tennessee Technological University**



DESIGNED FOR STUDENTS WHO STRUGGLE WITH NOTE-TAKING AND OTHER CORE STUDY SKILLS

5 effective study strategies using audio recordings

Simple step-by-step guides with Sonocent software for
Windows, Mac, iOS, and Android

Audio note taking

HOW WILL THIS STRATEGY HELP MY STUDENTS?


Do your students struggle to take notes in class? With Sonocent, they can focus on listening and participating, then revisit their recordings and annotations later, summarizing the material at their own pace.

STEP-BY-STEP BREAKDOWN


1 Import slides into Sonocent Audio Notetaker

(i) Before the lecture, open a blank project in Sonocent Audio Notetaker for Windows and Mac



(ii) Import the professor's slides  into the software's Image Pane.

2 Extract the text from those slides

(i) To make it easier to work with the text from the slides, click Extract text all slides. 

(ii) Text from the slides will display in the software's Reference Pane, where it is fully editable.

“Sonocent software visualizes audio recordings as editable chunks, phrase-by-phrase. Students can highlight information as they listen and easily return to any part of their recording after class.”

Lucy Toffolo
Training Manager





3 Create a Color Key for audio annotation


(i) Click on Edit Color Key  from the Side Bar.

Opposite is an example of a Color Key created by a student on a Computer Science and Mathematics degree.



CHUNKS		
	Important	1
	Terminology	2
	Definition	3
	Process	4
	Ask tutor	5
	Research further	

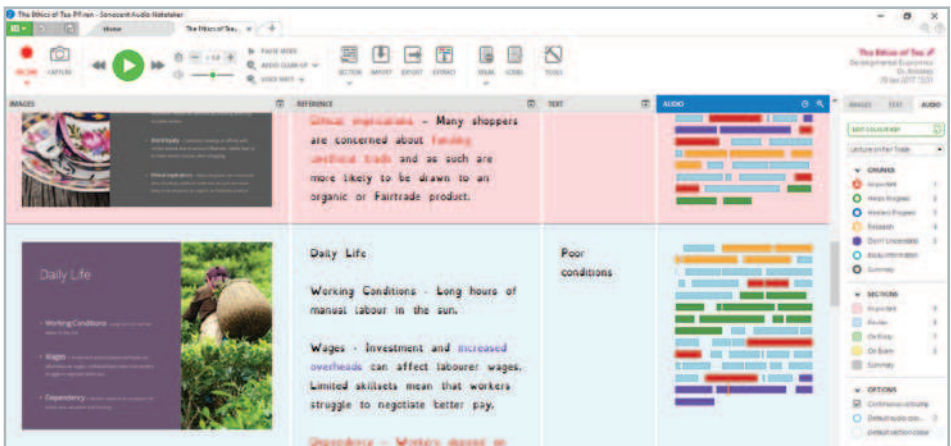
4 Color highlight live in class

(i) Click the record button  to start recording the professor's voice.

(ii) Highlight audio in color, using the new Color Key, with a click of the mouse or the corresponding numbers on the keyboard. There's no need to type text in class.

(iii) Align the audio and slides by hitting the Enter key whenever the professor moves on to a new topic.

(iv) Listen back to the highlighted audio after class and type text summaries in the Text Pane right alongside the recording.



The screenshot shows a presentation software interface with the following components:

- Slides:** Two slides are visible. The top slide is titled 'Ethical considerations - Many shoppers are concerned about **family owned** brands and as such are more likely to be drawn to an organic or Fairtrade product.' The bottom slide is titled 'Daily Life' and contains text about 'Working Conditions - Long hours of manual labour in the sun.', 'Wages - Investment and increased overheads can affect labourer wages. Limited skillsets mean that workers struggle to negotiate better pay.', and 'Dependency - Worker's depend on...'
- Text Pane:** A central pane displays the text from the slides, with some words highlighted in red and orange.
- Audio Pane:** A pane on the right shows a timeline of audio recording with segments color-coded according to the Color Key (red, green, orange, blue, purple, pink).
- Navigation and Controls:** A top toolbar includes buttons for 'RECORD', 'STOP', 'PLAY', 'PAUSE', 'BACK', 'FORWARD', and 'SEARCH'. A right-hand sidebar contains a 'CHUNKS' list with colored circles and numbers, and a 'SUMMARY' section.



Composition

HOW WILL THIS STRATEGY HELP MY STUDENTS?

Do you work with students who find it hard to express their thoughts in writing? With Sonocent, they can talk through their ideas first, creating the structure of their final written piece in an audio format.

STEP-BY-STEP BREAKDOWN

1 Dictate thoughts and summaries

(i) Open the notes created in class with Sonocent Audio Notetaker (see page 1).

(ii) Dictate summaries of the classroom audio adjacent to the original recording.

2 Utilize as the starting point for written work

(i) Listen back to the dictations, delete, rephrase, expand, and restructure until the core structure of the assignment is complete in an audio format.

(ii) Transcribe dictations manually or with the Scribe tool (the user will require Dragon NaturallySpeaking) and export to Word.

The screenshot displays the Sonocent Audio Notetaker interface. The main window shows a recording session titled "Codes and Conventions of Documentary - WORKING.ras - Sonocent Audio Notetaker". The interface includes a playback control bar at the top with buttons for RECORD, CAPTURE, PAUSE, and PLAY. Below this, there are tabs for IMAGES, REFERENCE, TEXT, and AUDIO. The TEXT tab is active, showing a transcription of the audio content. The transcription reads: "Here we have the main character being shown through the camera's viewfinder in the cutting room. In *F for Fake* (1975), Welles is the consummate manipulator on narrative time and sequence, he tackles the question of what is real and what is false. At the heart of documentary production is an engagement with the 'Real'. In this film Welles uses both documentary and fictional material. This". To the right of the transcription, there is a list of sections: 1-Introduction, 2-Challenges con..., 3-Conventions, 4-Other examples, and 5-Conclusion. A large green arrow points from the transcription area to a Microsoft Word document icon on the right, indicating the export process.



Audio study resources

HOW WILL THIS STRATEGY HELP MY STUDENTS?

For some students, staying focused while reading through text-heavy documents is a challenge. But with Sonocent software, they can convert text into interactive audio resources with a few clicks.

STEP-BY-STEP BREAKDOWN

1 Extract text from lengthy PDFs


(i) Open a blank project in Sonocent Audio Notetaker.





(ii) Import  accessible PDFs of journal articles/ebook chapters/handouts. Click Extract text all slides. 

2 Play back text as speech and color highlight

(i) Click the Speak tool  and select Send All Speech to Audio Pane.

(ii) Press Play  and listen as the software reads out the text. Highlight key information in color.

(iii) Click the Speak tool  and select Speech Settings to tweak the readback speed.

(iv) Use the Extract tool  to cherry pick highlighted audio from articles. Collate with related audio from classroom recordings and dictations. Utilize for revision and assignments.



Presentation Practice

HOW WILL THIS STRATEGY HELP MY STUDENTS?

Do some of your students lack the confidence to present their work in front of class? Sonocent software includes features designed for practicing presentations until perfect.

STEP-BY-STEP BREAKDOWN

1 Compile slides, text, and audio in one workspace

(i) Click import slides from the Sonocent Audio Notetaker home tab.





(ii) Type the script in the software's Text Pane, alongside the slides.

(iii) Record the presentation. Hit the Enter key to insert section breaks, ensuring that the audio is aligned with the slides.

2 Review the delivery and practice until perfect

(i) Use the pre-loaded Color Key to color highlight audio and sections that sound on point or need some refinement.

(ii) Practise the presentation without a script when ready. Select Tools,  Presentation Capture, and Display slides using Audio Notetaker to run through slides in fullscreen mode.

(iii) Click the Export tool  and select Audio and Images as Video to upload a copy of the presentation to The Cloud. Ask for feedback from peers and tutors.



Recording & annotating on the app

HOW WILL THIS STRATEGY HELP MY STUDENTS?

Students who struggle to concentrate in class can stay engaged by recording and annotating audio with a tap, using our free companion app for iOS and Android.






STEP-BY-STEP BREAKDOWN

1 Create a custom Color Key before class

- (i) Download our free Sonocent Recorder companion app from the Google Play or Apple App Store.
- (ii) Select Settings and then Edit Color Key. Assign colors to individual topics and include a color for marking up deadlines and other information pertaining to assignments.

2 Record and annotate live in class

- (i) Press the Record button  to start recording the speaker.
- (ii) Tap the color buttons on the screen to mark up significant parts of the audio. Tap the section break button  whenever the speaker moves on to a new topic. And add photos  of diagrams from the whiteboard or textbooks alongside the audio.

Transfer files to Sonocent Audio Notetaker

- 3 (i) Transfer files to Sonocent Audio Notetaker on the desktop by wifi, USB, or The Cloud.
- (ii) Listen back to the audio highlighted in class and add text summaries in the Text Pane.





Do you work with students who struggle with note taking and other core study skills?

With Sonocent software, those students can achieve more by applying audiocentric study strategies for note-taking, revision, essay composition, presentation practice and more.

For more information about trialling Sonocent for free with your students over a full semester, visit

www.sonocent.com/free-software-trial

✉ better-notes@sonocent.com

☎ +1.202.657.4332

95% of students find it
“easy to take good notes”
with Sonocent software

*Data taken from a June 2016 survey of 929 students with Sonocent Audio Notetaker licenses.